

EEOC TRAINING INSTITUTE
Albany Technical Assistance Program Agenda
August 4, 2004

Agenda Highlights: Test your knowledge of EEO practices, participate in a mock jury on a harassment case, check up on your knowledge of retirement incentives and the age law, hear practical suggestions on applying the disability act and the FMLA to the workplace, and find out how mediation can work for you.

- | | |
|----------|---|
| 8:00 am | Registration |
| 9:00 am | <p>The 5 D's: Test Your Knowledge Contest on Documentation, Discipline, Discharge, Diversity and the Discrimination Complaint.</p> <p>Don't ignore problem employees. It affects morale and productivity, and puts your business at risk. Skilled supervisors and managers can defend against charges of discrimination by following some simple rules.</p> <p>(Prize winner will be determined at lunch time)</p> |
| 10:15 am | <p>The Complaint Process</p> <p>New York State Division on Human Rights</p> |
| 11:00 am | <p>Workshops - Chose one:</p> <ol style="list-style-type: none">1. Best Practices Panel w/U.S. Department of Labor
The Americans with Disability Act (EEOC) and Family Medical Leave Act (US DOL)2. Legal Update
Discuss recent developments in the law and tips for practicing before the EEOC |
| 12:00 am | <p>Lunch</p> <p>Keynote Speaker
EEOC Commissioner</p> <p>Awarding of Contest Prizes</p> |
| 1:30 pm | <p>Afternoon Workshops - Chose One:</p> <ol style="list-style-type: none">1. Sexual Harassment - What is Your Risk?
This interactive workshop puts each participant on the mock jury of a sexual harassment case to assess the facts, determine whether or not the company handled the situation appropriately and recommend damages and corrective actions. |

2. National Origin & Religion

Introduction to the new national origin guidance and review of religious accommodation requirements.

2:30 pm

Break

2:45 pm

Retirement Incentives and the ADEA

Talking Points on the new Supreme Court decision in General Dynamics. The cost issues of employing older workers, health and life insurance costs, and retirement incentives.

3:15 pm

Mediation Makes Sense

See for yourself! Watch a mock mediation unfold.

4:00 pm

Wrap-Up

Distribution of CD-Rom TAPS Manuals